

Developmental Disabilities Program Policy and Procedures Manual		Control # 01.03.420
Volume 1: Program Administration	section 3: Developmental Disabilities Program Policies	
	subject: PORTING POLICY	

PURPOSE

The purpose of this policy is to describe those circumstances and procedures where an individual receiving services funded through the Developmental Disabilities Program wishes to purchase some or all of their services from a different qualified provider. This process is referred to as "porting."

VACANCIES

In the case of a Developmental Disabilities Program individual in services death, exiting services, or movement out of state where funds are no longer tied to that individual, another person with Developmental Disabilities may be screened from the waiting list into the resource vacancy or an individual from the Porting List may assume the vacancy. It is at the provider's discretion which process to apply. The term "Vacancy" refers to a funded resource opportunity. The term "opening" refers to an unfunded service opportunity.

Individuals in services with portable funds may port their funding to a vacancy and the money associated with the vacancy will revert back to the region that the individual ported from so that the ported vacancy can be screened by the regional Quality Improvement Specialist.

PORTING

An individual should notify their Case Manager of a desire to port. The Case Manager must immediately notify members of the Personal Support Planning team or the Individual Family Service Planning team in writing of the individual's desire to port. The regional Quality Improvement Specialist working with the provider agency the individual is porting from must be included in the notification. The Case Manager will notify the state central office and request that the individual's name be placed on the Porting List.

If the individual wishes to port from a congregate setting to a supported living setting, (which may or may not be a vacancy opportunity) a new Montana Resource Allocation Protocol (MONA) must be completed to determine the dollar amount needed to sustain the health and safety of the individual. If the new Montana Resource Allocation Protocol amount is more than the original amount the port will only take place if the health and safety of the individual is in jeopardy in the current living arrangement and this has been substantiated and approved by the Regional Manager.

There is portability within every Waiver the Developmental Disabilities Program administers, as well as all service categories within each Waiver for all individuals in Montana. This includes Community Supports Waiver, the Comprehensive 0208 Waiver and the Children's Autism Waiver. Portability is excluded between the various Waivers.

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When an opening occurs due to a port, the provider with the opening will be able to choose which individual they will be able to provide supports to, based on level of need, resource allocation, and compatibility.

Once the individual has been accepted by a provider to port to their services the Personal Support Planning Team (which must include a representative from the new service provider) must be notified within five working days so that they may meet until such time it is agreed upon that the individual's needs will be met and the port will not pose any health and safety risks to the individual.

A. Reports

The Weekly Statewide Opening Report will continue to be distributed by the Developmental Disabilities Program Central Office, which will include a section listing individuals who have indicated a desire to port and will include the following information:

- the region in which the individual currently receives services,
- the city in which the individual currently receives services,
- where the individual would like to port to,
- what services they require,
- the name and phone number of their Case Manager, and
- the contact information for their current provider.

Case Managers will submit this information to the Developmental Disabilities Program Central Office.

A second section will include information submitted by providers to the Developmental Disabilities Program central office describing porting or vacancy opportunities they have available.

B. Notification

When an individual in services decides to accept an offer to port, their Case Manager must give notice in writing to the current provider. The date on the written notice will serve as the date the 90 calendar days porting period begins and is not to be confused with the date the Case Manager notifies the Personal Support Planning Team.

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C. Provider's Selection and Fair Hearing

All providers receiving Developmental Disabilities Program funds will be required to have policies and procedures outlining how they will select individuals interested in porting. Individuals who are not selected may utilize the Department of Public Health and Human Resources Fair Hearing process to address their concerns.

D. Porting of Funds

The Individual Cost Plan (ICP) contains the total allocation information for each individual per service. If a port takes place, the amount that goes to the receiving provider(s) will be the balance in the individual's cost plan for the remainder of the fiscal year. At the beginning of a new fiscal year the cost plan will revert back to the annualized individual cost plan amount. Providers must agree to meet the individual's service needs in order to assure health and safety.

E. Trial Placements

Rule 37.34.329

(1) A placement may be made on a trial basis in the following situations:

(a) A person's current placement may be held open for 30 days at the request of the person or others while the person tries the new placement before making a final decision to take the placement as long as:

(i) The current team and the receiving service provider agree, in writing, that a trial Placement is needed and;

(ii) agreement is reached prior to the move.

(b) When there is uncertainty as to the ability of a service to meet a person's needs, a person's current service can be held open for a period of time as long as:

(i) the person's team and the receiving service provider send a written request to the Community Services Bureau Chief of the Developmental Disabilities Program Including:

(A) documentation of consensus of the local (receiving) committee, the person's team and the receiving service provider.

(B) behaviorally defined, measurable criteria for dismissal and for acceptance into the service, that have been established by consensus of the team and the service provider and;

(C) be no longer than 30 days, with requests for longer periods to be considered by the Developmental Disabilities Program on a case by case basis.

MONTANA DEVELOPMENTAL CENTER

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When a vacancy is created due to an individual being placed at the Montana Developmental Center and the individual is not expected to return to the community within 90 days, the individual's resource allocation will be placed in a pool to be used by residents of the Montana Developmental Center to transition to community services. Individuals transferring out of Montana Developmental Center will have a Montana Resource Allocation Protocol (MONA) completed which will guide the funding for the community cost plan. If an exception is indicated an estimated cost plan will be completed. Individuals exiting the Montana Developmental Center may receive these services from any Developmental Disabilities Program Qualified Provider. If no one in the facility meets the criteria for community placement, the region where the individual had been served may use the dollars as specified in the vacancy section listed on page one of this policy.

INDIVIDUAL COST PLAN

All individuals in Montana Developmental Disabilities Services are required to have an Individual Cost Plan (ICP) regardless of whether or not it is funded through Medicaid or State General Fund.

SERVICES


The Waiver service categories are defined in each of the Home and Community Based Services Waivers.

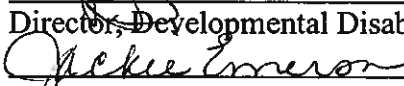
PARTIAL PORTS COMBINED WITH SCREENING

The current screening process provides for people with Developmental Disabilities Program funded portable services, with Regional Manager approval, to be screened into a resource vacancy that requires a partial port of their current service funds in order to meet their needs. The remaining funds not required to meet the individual's needs will revert back to the region they were ported from to be used in the regional risk pool. When the service opportunity is re-screened the resource vacancy will be reduced by the amount of the partially ported funds.

TRANSPORTATION

Individuals may request a change of Work/Day Commute Transportation providers annually prior to February 1st. If an individual in services makes the decision to port after the February 1st date the transportation port must be approved by the Regional Manager.



 Director, Developmental Disabilities Program


 Web Manager, Developmental Disabilities
 Program

8-20-09

 Date
 8/20/09

 Date

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